



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF, CAPITAL FACILITIES PLANNING

Class No. 002348

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■ CLASSIFICATION PURPOSE

To plan, organize, and direct activities related to long-range capital planning for County facilities; to manage construction of major facilities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class allocated to the Department of General Services, responsible for the construction of major capital facilities. Responsibilities also include administering all existing and Joint Powers Authority agreements relating to construction projects.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Determines the level of staffing needs and prepares budget.
2. Prepares detailed work program for long-range capital facilities planning, including methodology for needs assessment and allocation of resources, and monitors progress.
3. Directs cost-benefit analysis to guide in selection and prioritization of public facilities.
4. Plans and directs staff work for ongoing functions and special projects.
5. Makes presentations to the Board of Supervisors and Planning Commission on capital facilities planning.
6. Directs preparation of long-term and mid-range capital facilities plans for the County of San Diego.
7. Coordinates capital facilities planning activities with other County departments and other public agencies.
8. Prepares reports on annual facilities budget, all land acquisitions, and construction of public facilities regarding conformity to the General Plan.
9. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods and techniques of long-range capital facilities planning.
- Alternative methods of financing public facilities.
- Techniques for coordinating multidisciplinary construction management.
- Cost-benefit analysis as applied to facilities construction projects.
- Local governmental organizations, functions, and interactions.
- Principles and practices of management.
- State and County laws pertaining to General Planning.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan and coordinate multidisciplinary work efforts.
- Supervise and train professional staff.
- Communicate effectively in written correspondence, public presentations, and group discussions.
- Analyze complex problems and logically identify solutions.
- Direct analysis of demographic, economic, and service program requirements to forecast public facilities needs.
- Direct cost-benefit analysis for selecting and prioritizing public facilities.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited college or university, extensive studies in engineering or architecture, business, or public administration, and progressively complex and difficult managerial experience coordinating all phases of multi-million dollar facilities construction; OR,
2. Five (5) years of experience in a large government organization coordinating the capital facilities program and recommending implementation procedures. Candidates should also possess experience in an administrative capacity with a large governmental agency engaged in comprehensive planning or in the office of a planning consultant serving such an agency

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: October 16, 1984**  
**Revised: December 28, 1998**  
**Reviewed: Spring 2004**

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Chief, Capital Facilities Planning (Class No. 002348)

Union Code: MA

Variable Entry: Y